

Managing Performance Employee Training (MPET)

COURSE NUMBER **FAA01273**

For information about this course, contact:
 FAA Program Manager: Shepherd Curl
 (386) 446-7132

DESCRIPTION AND LEARNING STRATEGY

This one-day workshop builds essential skills for employees to collaborate effectively in the FAA's Performance Management System. The workshop provides information about each component of the Performance Management System, as well as an overview of how the Superior Contribution Increase process compares to it.

Participants will observe videotaped vignettes of the face-to-face meetings required in the Performance Management System and practice writing generic performance expectations and self assessments.

OBJECTIVES

- Explain the importance of the FAA's Performance Management System and its relationship to other processes.
- Identify and communicate the relationship between organizational goals and the performance expectations of individuals in the organization.
- Describe the components of the Performance Management System and the importance of each.
- Identify the elements of effective performance expectations.
- Describe the roles and responsibilities of both the manager and the employee in component of the system, to include methods to facilitate the training of the employees.
- Demonstrate the skills necessary to effectively contribute to the Performance Management System processes.
- Recognize the difference between the FAAA PMS and the Superior Contribution Increase process.

KEY COMPETENCIES

- Accountability and Measurement
- Communication
- Developing Talent

This course is designed for FAA employees. It can be customized for non-FAA organizations through a **fee-for-service** partnership. Call **(386) 446-7132** to discuss options.

CLASS SIZE

24 participants

LENGTH

1 day

(Class times may vary.)
 8 hours

LOCATION

Customer site
 or FAA Center for
 Management and
 Executive Leadership,
 Palm Coast, Florida

UPCOMING DELIVERIES

This course is currently
 available only as a
 fee-for-service delivery.

WHO SHOULD ATTEND

FAA employees

ENROLLMENT

To arrange a **fee-for-service delivery**,
 call Shep Curl at
 (386) 446-7132.

PREREQUISITE

None

PRECOURSE

None

RELATED COURSES

Measuring Organizational
 Performance
 (FAA01254)
 Strategic Planning
 (FAA01275)
 Systems Thinking
 (FAA01277)